

Council Agenda Packet Viewing Instructions

April 9, 2010

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What is the Council Agenda Packet?

The Council Agenda Packet (CAP) is a part of the [City of Santa Barbara web site](#). Each packet contains the meeting Agenda, staff reports, and associated attachments for City Council meetings dating back to the meeting of June, 27, 2006.



City Council Agenda Packet

The image is a screenshot of the 'City Council Agenda Packet' web page. The page has a three-column layout. The left column, titled 'List Of Meetings', contains a vertical list of meeting dates and times, with the most recent meeting at the top: 03/30/2010 2:00 PM, 03/23/2010 2:00 pm, 03/22/2010 1:30 pm (Site Visit), 03/16/2010 2:00 pm, 03/09/2010 2:00 pm, 03/08/2010 1:30 PM (Site Visit), 03/02/2010 2:00 pm, 02/25/2010 1:30 pm, 02/23/2010 2:00 pm, 02/16/2010 2:00 pm. The middle column features a large heading 'Welcome to the City of Santa Barbara Council Agenda Packet' followed by a paragraph explaining the packet's purpose and how to use it. Below this paragraph is a green icon and text stating: 'The Current Agenda is linked at the top of the List Of Meetings on the left.' The right column, titled 'Quick Links', contains a list of links: Main Council Agenda Page, Current Council Agenda & Packet, Council Agenda Cover Page, City Council Meetings Online (Minutes), City TV-18 Live Broadcast, and Subscribe to Agenda Postings. To the far right, there are sections for 'Documents' and 'Pages', each with a horizontal line indicating where content would appear.

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What do I need to view the Council Agenda Packet electronically?


Web Browsers

LegisStream™ is the City's automated agenda management system. LegisStream™ has been tested and is known to be functional using these browsers:

- Chrome 4.1.249.1042 (Windows)
- Firefox 3.6.2 (Windows)
- Internet Explorer 8.0.6001 (Windows)
- Opera 10.51 (Windows)
- Safari 4.0.5 (Windows)


Browser Plug-ins



Some or all of the documents linked from this page are Adobe Portable Document Files or PDF's. To properly view and print these PDF's you should have the latest version of Adobe Reader (formerly Acrobat Reader). Adobe Reader is available as a free download from the Adobe web site. [Please click here to download Adobe Reader.](#) 

Helper Applications



Some or all of the documents linked from this page are Microsoft Office files (Excel, PowerPoint and Word). To properly view and print these files you should have the latest version of Microsoft Office. If you do not have Microsoft Office, then you will need to download and install Microsoft Office Converters and Viewers for Windows. These applications are available as a free download from the Microsoft web site. [Please click here to download Microsoft Office Converters and Viewers.](#) 

Accessibility

LegisStream™ is not currently Accessible, as specified by the [Web Content Accessibility Guidelines version 1.0](#). City staff has assurances from the manufacturer of **LegisStream™**, Decision Management Company, Inc., that a version that meets Accessibility guidelines will be available within a reasonable time period.

Printing the Council Agenda Packet

I want to print the entire meeting packet, including the Agenda, staff reports, and associated attachments.

Starting with the meeting of January 27, 2009, a link at the top of the of the main Agenda page allows visitors to open a PDF that contains the Agenda, staff reports, and associated attachments.

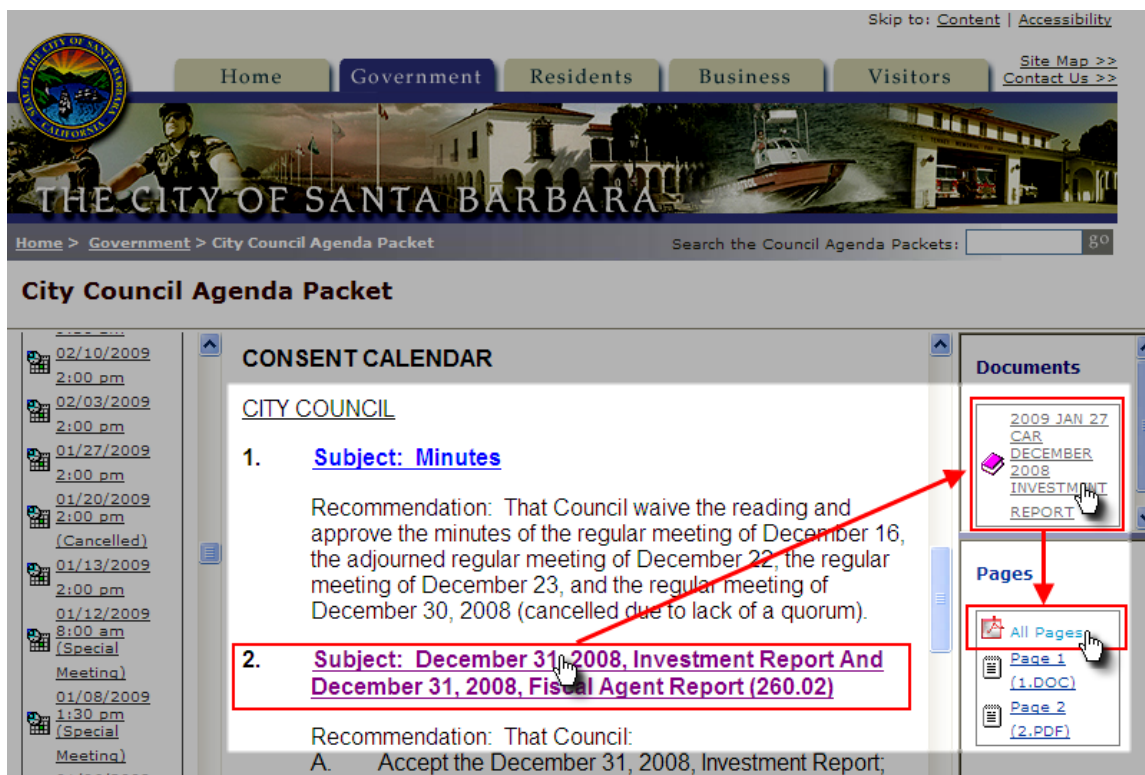
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I would like to print report and associated attachments for a single Agenda item.

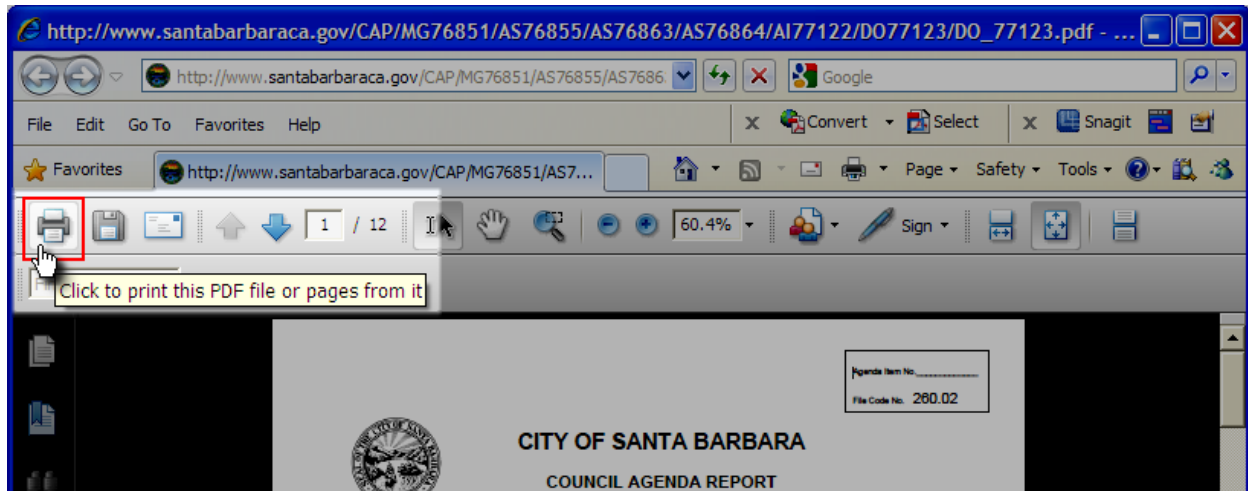
Scroll down the Agenda page until you see the item of interest. Click on the item heading, which is a link that will open a list of the documents associated with this Agenda item in the *Documents* window. Clicking on the document link in the *Documents* window will open a list of individual documents in the *Pages* window (below the *Documents* window). The **All Pages** link at the top of the *Pages* window opens a single PDF that contains all of the documents linked below.



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Click on that link and then use the **Print** button in Adobe Reader.



Who do I contact if I have problems, questions, or suggestions?

The City Clerk's Office is located at 735 Anacapa Street, Santa Barbara, California, 93101, U.S.A. Office hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. (Pacific Time) and alternate Fridays from 8:00 a.m. to 5:00 p.m. [We are closed every other Friday.](#) The City Clerk's telephone number is (805) 564-5309, and the facsimile (FAX) number is (805) 897-2623. You may also contact Cynthia M. Rodriguez, City Clerk Services Manager, via email at CMRodriguez@SantaBarbaraCA.gov.